



# US ARMY FINANCIAL MANAGEMENT COMMAND



# Pre-Deployment Training requirements for GFEBS Provisioning

United States Army Financial Management Command  
(USAFCOM)  
Operational Support Team

# Agenda

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    - ▶ Financial Management Support Detachment (FMSD) CBTs
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# Agenda

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  - Sandbox)
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  - Useful Web Links

# References

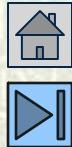
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- ❖ Army Regulation AR 25-2 (Information Assurance)  
[http://www.apd.army.mil/pdffiles/r25\\_2.pdf](http://www.apd.army.mil/pdffiles/r25_2.pdf)
  - ❖ Army Regulation AR 380-67 (Personnel Security Program)  
[http://www.apd.army.mil/pdffiles/r380\\_67.pdf](http://www.apd.army.mil/pdffiles/r380_67.pdf)
  - ❖ Theater Financial Management Center (TFMSC) milWiki Portal  
[https://www.milsuite.mil/wiki/Portal:Theater\\_Financial\\_Management\\_Support\\_Center](https://www.milsuite.mil/wiki/Portal:Theater_Financial_Management_Support_Center)
  - ❖ GRC Training Materials  
<https://www.us.army.mil/suite/files/20040697>
  - ❖ PM GFEBS Guidance memorandum, Interim Provisioning for the use of the General Fund Enterprise Business System (GFEBS). *Dated December 2011*
  - ❖ PM GFEBS Guidance memorandum, Interim-to-Permanent Provisioning for the use of the General Fund Enterprise Business System (GFEBS). *Dated December 2011*
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# GFEBS Background Information

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**Definition** - The General Fund Enterprise Business System(GFEBS) is the Army's new web-enabled financial, asset and accounting management system that standardizes, streamlines and shares critical data across the Active Army, the Army National Guard and the Army Reserve. GFEBS will subsume over 80 legacy systems including the Standard Finance System (STANFINS), the most widely used standard accounting system for Army Installations, and the Standard Operation and Maintenance Army Research and Development System (SOMARDS).

**System** - GFEBS uses Systems Applications and Products in Data Processing (SAP) software, a 

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Commercial Off-the-Shelf Enterprise Resource Planning

# GFEBS Background Information (Cont'd)

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**Goal** - The primary goal of GFEBS is to capture transactions and provide reliable data to better enable Army leadership to make decisions in support of the Warfighting effort. The Army GFEBS goals are:

- **Provide decision support information to sustain Army Warfighting capability**
- **Provide analytic data and tools to support Institutional Adaptation**
- **Reduce the cost of business operations**
- **Improve accountability and stewardship**
- **Accomplish and provide complete Auditability**

# GFEBS Background Information (Cont'd)

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## Benefits

- Part of the U.S. Army's Program Executive Office Enterprise Information Systems portfolio
- Subsumes over 80 Army legacy systems and will eventually manage a budget of over \$140 billion
- Offers new and improved capabilities for Army-wide interoperability
- Increases Army Financial Management quality and effectiveness

# GFEBS Background Information (Cont'd)

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## **Benefits (Cont'd)**

- Reduces cycle-time and variance to free human and financial resources for higher priorities
- Provides viewing and determining impacts of financial management decisions alongside budget structure
- Ability to differentiate between immediate funding needs and application of budgets and financial strategies that target near- and long-term demands of Congress, the Army, and the Warfighters they serve

# GR C

(Governance, Risk and  
Compliance)



# GRC Overview

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- GRC is a web-based application used by the Army to manage access to the GFEBS system. The incumbent TFMSC is the only entity in theater with the ability to add personnel in the GRC in support of Disbursing and Commercial Accounts (Fund the Force) operations.
- The application enables the Army to:
  - Assign and maintain GFEBS role assignments
  - Track and manage role assignments that introduce potential conflicts to internal controls (SoD conflicts)
  - Monitor the progress of GFEBS role provisioning
  - Improve management decision-making in the areas of role provisioning and GFEBS system access

# GRC Importance

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- The Army manages GFEBS access using the GRC application to:
  - Ensure that the people have access to appropriate GFEBS end-user roles
  - Provide an approval audit trail for end-users that receive access to GFEBS
- GRC will manage the list of people who are provisioned with GFEBS roles including accounting, invoicing and other financial responsibilities for the Army.  
*GFEBS provisioning requests for personnel deploying in support of Contracting, Resource Management, supply and other functions other than Disbursing and Commercial Accounts will not go through the incumbent TFMSC.*

# GRG Benefits

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## ➤ Organizational Benefits

- Helps to automate the GFEBS user provisioning process
- Controls access to the GFEBS system
- Provides an audit trail for GFEBS system access
- Identifies Separation of Duties (SoD) conflicts prior to granting GFEBS system access

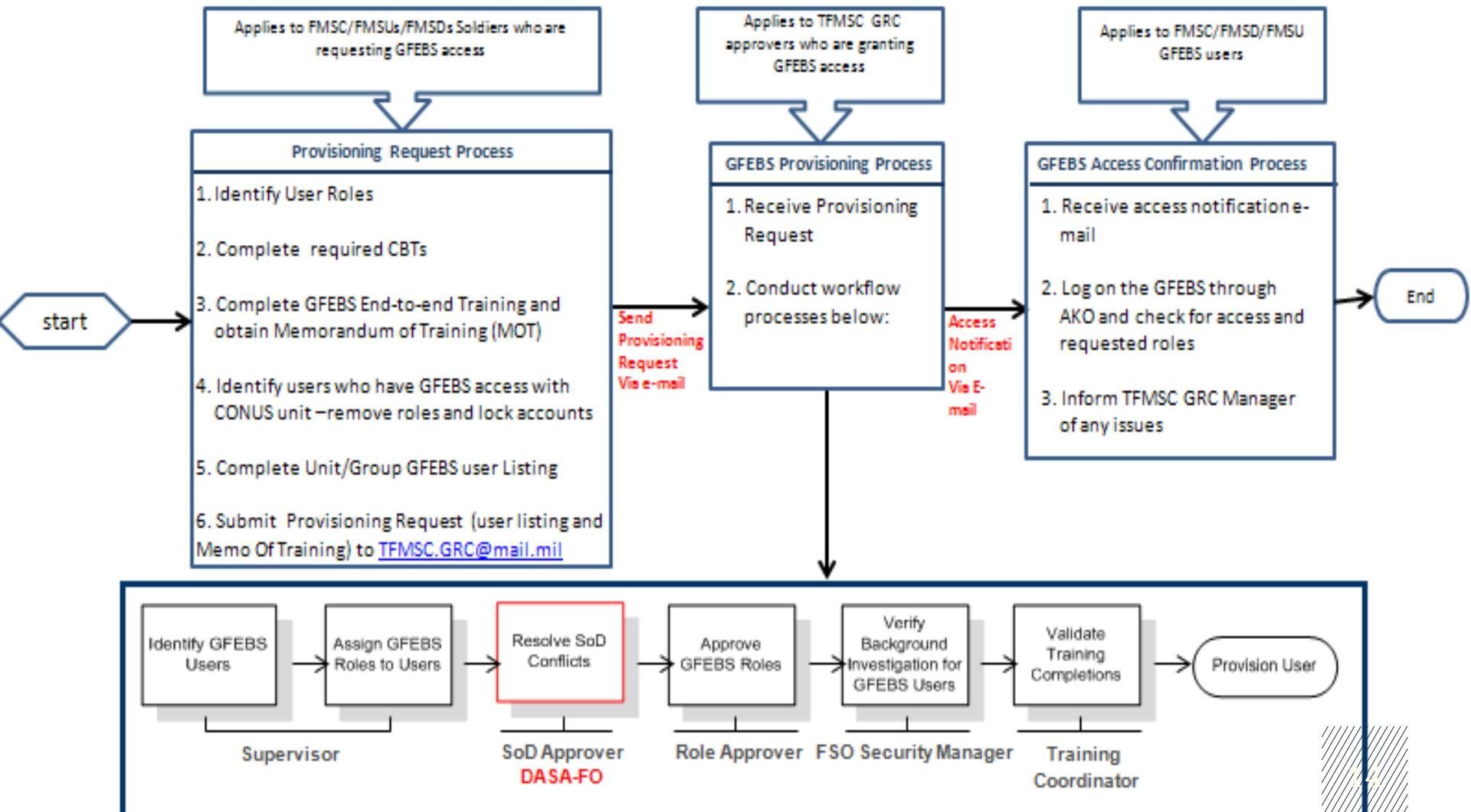
## ➤ GRC Approver Benefits

- Provides a self-service, web-based application
- Allows status monitoring of user provisioning Requests
- Reduces the burden of paperwork and manual processes

# GRC Provisioning process overview



# GRG Workflow Process (Theater)



# Deploying FM Unit provisioning requests



# Background Investigation (BI)



There are no “Clearance” requirement for most GFEBS positions. The only requirement is for personnel to have successfully undergone a Background Investigation (BI) (includes interim Clearance) and the results being available in JPAS (Joint Personnel Adjudication System). The GFEBS GRC Security Manager will ensure the user has a positive final adjudication and/or interim approval prior to granting access to GFEBS. Below are the minimum requirements

Position Category	Civilians	Military	Contractor	Non-U. S. Citizens
IT/ADP-I	SSBI	SSBI	SSBI	SSBI
IT/ADP-II	ANACI	NACLC	NACLC	NACLC
IT/ADP-III	NACI	NACLC	NACI	NACI

# Background Investigation (BI)

(Cont'd)

Position Category	Civilians	Military	Contractor	Non-U. S. Citizens
IT/ADP-I	SSBI	SSBI	SSBI	SSBI
IT/ADP-II	ANACI	NACLC	NACLC	NACLC
IT/ADP-III	NACI	NACLC	NACI	NACI

**IT/ADP Level I** –Sensitive to Critical positions (accounting, disbursement (payment), or authorization of disbursements greater than \$10M per year).

**IT/ADP Level II** – Non-sensitive to Sensitive positions (accounting, disbursement (payment), or authorization of disbursements less than \$10M per year).

**IT/ADP Level III** – Non-sensitive positions, the

# Background Investigation (BI)

## (Cont'd)

Position Category	Civilians	Military	Contractor	Non-U. S. Citizens
IT/ADP-I	SSBI	SSBI	SSBI	SSBI
IT/ADP-II	ANACI	NACLC	NACLC	NACLC
IT/ADP-III	NACI	NACLC	NACI	NACI

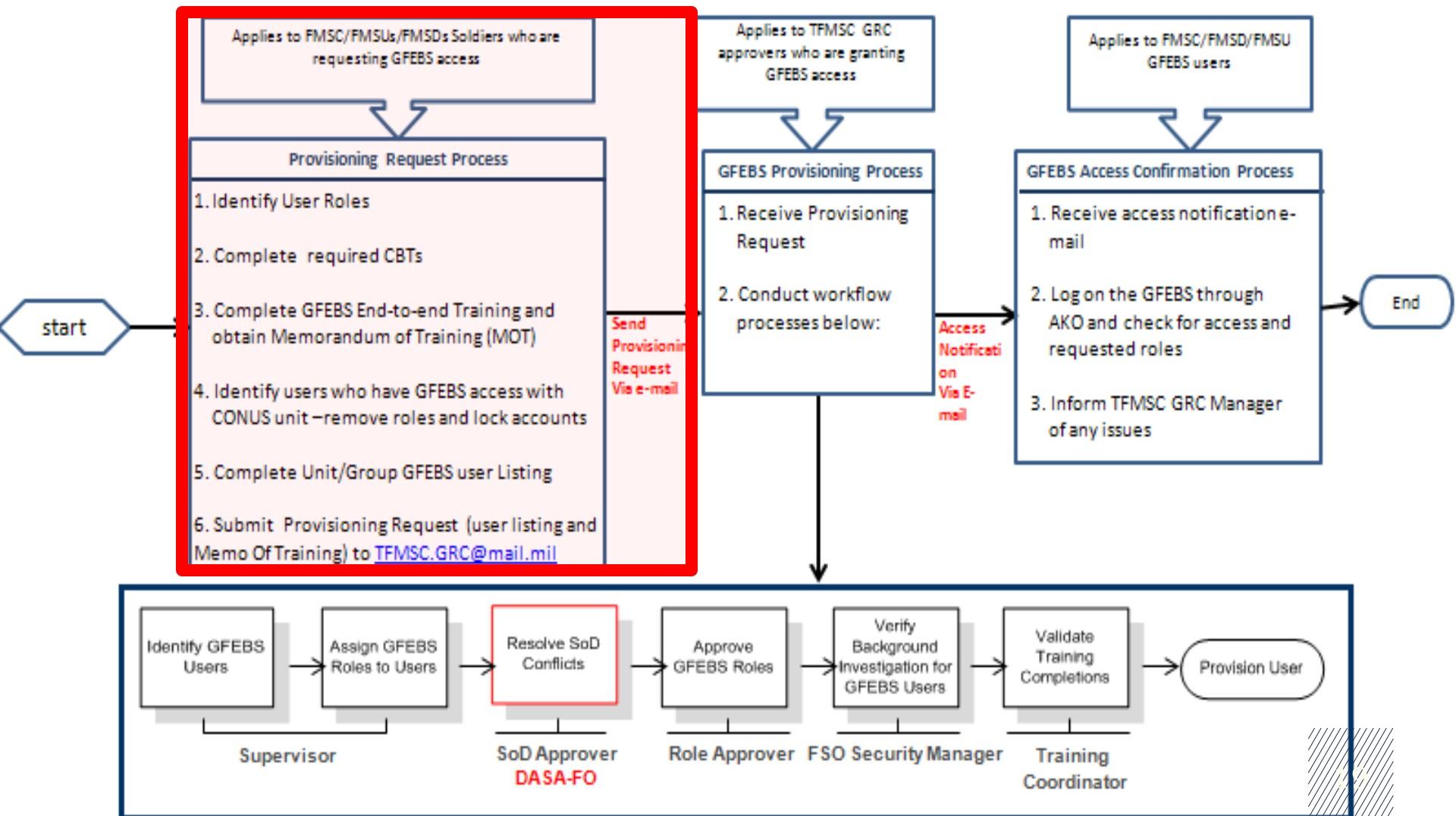
**SSBI (Single Scope Background Investigation)** - an initial security clearance investigation required for Top Secret, SCI and Q access, and involves agents contacting/interviewing previous employers, coworkers and other individuals. (in-depth investigation)

**ANACI (Access National Agency Check and Inquiries)** This investigation is composed of a NACLC plus written inquiries to current and past employers, schools, and references covering past 5 years.

**NACI (National Agency Check and Inquiries)** This investigation is composed of a NAC plus written inquiries to current and past employers, schools, references, and local law enforcement agencies covering the past five years and if applicable, of the appropriate agency for any identified arrests. All DoD NACIs include a credit search .

**NACLC (National Agency Check with Local Agency Checks and Credit Check)** - This investigation is composed of a NAC plus credit search and checks at local law enforcement agencies where the subject has lived, worked, and/or attended school within the last 5 years, and if applicable, of the appropriate agency for any identified arrests.

# Deploying FM Unit responsibilities



# Deploying FM Unit responsibilities (Cont'd)

The Deploying Unit must take these steps in order to initiate provisioning:

- ✓ Identify User Roles based on personnel on-hand and their counterpart's functions prior to arrival to theater.
- ✓ Complete all the required Computer Based Training (CBT's)
- ✓ Request and complete Interim Provisioning /Instructor Led Training (ILT) conducted by the Operational Support Team-OST\*
- ✓ **Submit Provisioning request to the incumbent TFMSC**

**\*Note:** Personnel that are already deployed or that did not have the opportunity to obtain ILT training prior to deployment may request it from the Theater Financial Management Support Center (TFMSC), Internal Control section in Kuwait.

# GFEBS Provisioning Checklist



## THEATER FINANCIAL MANAGEMENT SUPPORT CENTER (13<sup>TH</sup>) GFEBS PROVISIONING CHECKLIST



### TASK TO ALL GFEBS USERS

#### 1. FMSU/FMSD Commander

Identify Users and select GFEBS user roles needed for your duty position from the Standard MTOE GFEBS CVS and Disbursing Battle Teams.

#### 2. FMSU/FMSD Commander

Log on to TFMSC Miwiki page @ [https://www.milsuite.mil/wiki/Portal:Theater\\_Financial\\_Management\\_Support\\_Center](https://www.milsuite.mil/wiki/Portal:Theater_Financial_Management_Support_Center) and click on the "Accounting Digital Smart Book" tab then the "GFEBS Battle Drills/Training Database" tab to identify the required Computer Based Courses (CBTs) for specific user roles.

#### 3. User

Register for required CBTs through ALMS or CBT courses)

#### 4. User

Complete CBTs

#### 5. FMSU/FMSD Commander

Verify that user(s) complete all required CBT records). This will ensure a timely and smooth

### TASK TO PRE-DEPLOYED USERS ONLY

#### 1. FMSU/FMSD Commander

Contact the United States Army Financial Management Command (USAFMCOM) for Operational Support Team (OST) at (317) 212-1300/8900 to coordinate OST End-to-End Training Instructor Led Training (ILT) for users **120 days** from Boots on Ground (BOG).

#### 2. FMSU/FMSD Commander/User

Complete OST end-to-end training IAW USAFMCOM guidance and obtain a Completion of GFEBS ILT memorandum signed by an O-5 or above from USAFMCOM.

#### 3. FMSU/FMSD Commander

Identify users with existing GFEBS accounts and submit GFEBS Provisioning Request to the TFMSC GRC Manager, (ILT Bryan, Claudia K.) at [TFMSC.GRC@mail.mil](mailto:TFMSC.GRC@mail.mil) **90 days prior to BOG**. Ensure you include the following:

- Unit/Group GFEBS User Listing (Include GFEBS user role(s) and EDIPI for each user and indicate if users have existing GFEBS account).

b. USAFMCOM's Completion of GFEBS ILT memorandum

#### 4. FMSU/FMSD Commander/Users

Ensure that user with exiting GFEBS access roles are removed and accounts are locked **21 days** BOG by contacting current unit/organization GRC Manager.

#### 5. FMSU/FMSD Commander/Users

Verify GFEBS access **7 days** BOG. Contact Theater FMSC if you experience any problems.

### TASK TO DEPLOYED USERS ONLY

#### 1. FMSU/FMSD Commander

Immediately identify users who have GFEBS access with an another unit/organization, contact that unit/organization and request users' roles to be removed and accounts to be

[GRC@mail.mil](mailto:GRC@mail.mil) and coordinate deployed GFEBS End-to-

-to-End Training and obtain a memorandum of training d by 05 or above.

quest to the TFMSC GRC Manager, (ILT Bryan, [all@mail](mailto:all@mail)) as soon as all required training is completed.

Listing (Include GFEBS user role(s) and EDIPI for each user and indicate if users have existing GFEBS account).

- Copy of required CBTs' Certificate of Completion for requested roles.

#### 5. FMSU/FMSD Commander

Check for GFEBS access **7 days** after submitting GFEBS Provisioning Request. Contact TFMSC if you experience any problems.

# Required Training prior to Provisioning



# Computer Based Training (CBT)



Computer Based Training (CBT) is a requirement for GFEBS provisioning. The training is designed to familiarize the users with the GFEBS application, the functional area the user will be assigned to and particulars regarding “Role-specific” data access and individual transactions processed by the user to accomplish their assigned function. All CBT courses must be taken in the Army Learning Management System (ALMS).

Access to GFEBS will not be granted unless all required CBT's for a specific GFEBS Role are completed (no exceptions). It is the responsibility of Unit Leadership to ensure these requirements are met prior to ILT Training and ~~“Boots On-Ground”~~ [https://Www.milsuite.mil/wiki/Portal:Theater\\_Financial\\_Management\\_Support\\_Center](https://Www.milsuite.mil/wiki/Portal:Theater_Financial_Management_Support_Center)

current CBT  
information

# FMSU Fund the Force (FTF)

## CBT's



### Chief of FTF

ASSIGNED GFEBS ROLES	REQUIRED CBT TRAINING
Cash Balancing processor	L101E GFEBS Overview
BI Budget Reporter	L201E Integrated Process Overview
Command Budget Reporter	L210E Financials Process Overview
	L220E Overview of Funds Management IN GFEBS
	L303E GFEBS Navigation and Reports
	L305E GFEBS Business Intelligence Reporting Fundamentals
	L410E Introduction to Financials
	L413E Financial Reporting
	L424E Funds Management Reporting
	<b>L416 Cash Balancing</b>
Debt Interface Monitor	L241E Debt Mangement Process Overview
	<b>L445 Debt Management</b>
Bank Account Number Display	L455C Invoice Processing
	L457E Purchase Card
Vendor Master Data Display	L451E Material and Vendor Master Data Maintenance
Site Invoice Interface Processing Monitor	L250E Acquisition Process Overview
	L251E Accounts Payable Process Overview

ESTIMATED COMBINED ONLINE TRAINING DURATION:

**106 Hours**

*NOTE: Duplicate CBTs have been removed*

Completed during  
ILT training

# FMSU Fund the Force (FTF)

## CBT's (Cont'd)

### Senior FTF Analyst

ASSIGNED GFEBS ROLES	REQUIRED CBT TRAINING
Debt Interface Monitor	L101E GFEBS Overview
BI Budget Reporter	L201E Integrated Process Overview
Command Budget Reporter	L210E Financials Process Overview L220E Overview of Funds Management IN GFEBS L303E GFEBS Navigation and Reports L305E GFEBS Business Intelligence Reporting Fundamentals L413E Financial Reporting <b>L416 Cash Balancing</b>
	L424E Funds Management Reporting
Payment Interface Processing Monitor	L451E Material and Vendor Master Data Maintenance
Bank Account Number Display	L455C Invoice Processing L457E Purchase Card
Vendor Master Data Display	<i>No additional CBT's if Pmt. Interface Procssing Monitor is completed</i>
Site Invoice Interface Processing Monitor	L250E Acquisition Process Overview L251E Accounts Payable Process Overview

ESTIMATED COMBINED ONLINE TRAINING DURATION:

**85 Hours**



Completed  
d during  
ILT  
training

# FMSU Disbursing CBT's

## Deputy Disbursing Officer (DDO) and Disbursing

ASSIGNED GFEBS ROLES	REQUIRED CBT TRAINING
Cash Balancing Processor	L101E GFEBS Overview
Financial Reviewer	L201E Integrated Process Overview
	L210E Financials Process Overview
	L303E GFEBS Navigation and Reports
	L410E Introduction to Financials
	L413E Financial Reporting

ESTIMATED COMBINED ONLINE TRAINING DURATION:

**29 Hours**

## Disbursing Analyst

ASSIGNED GFEBS ROLES	REQUIRED CBT TRAINING
Vendor Master Data Controller	L101E GFEBS Overview
	L201E Integrated Process Overview
	L250E Acquisition Process Overview
	L251E Accounts Payable Process Overview
	L303E GFEBS Navigation and Reports
	L451E Material and Vendor Master Data Maintenance

ESTIMATED COMBINED ONLINE TRAINING DURATION:

**27 Hours**

# FMSU Disbursing CBT's

## Disbursing Technician and Disbursing Clerk

ASSIGNED GFEBS ROLES	REQUIRED CBT TRAINING
Invoice Processor	L101E GFEBS Overview
Site Invoice Processor	L201E Integrated Process Overview L250E Acquisition Process Overview L251E Accounts Payable Process Overview L303E GFEBS Navigation and Reports L455C Invoice Processing L457E Purchase Card

ESTIMATED COMBINED ONLINE TRAINING DURATION:

**38 Hours**

# FMSD Fund the Force (FTF) CBT's



## Senior FTF Analyst

ASSIGNED GFEBS ROLES	REQUIRED CBT TRAINING
Payment processor	L101E GFEBS Overview
Payment Certifier	L201E Integrated Process Overview L250E Acquisition Process Overview L251E Accounts Payable Process Overview L303E GFEBS Navigation and Reports
	L456 Payment Processing
Bank Account Number Display	L455 Invoice Processing L457E Purchase Card
Vendor Master Data Display	L451E Material and Vendor Master Data Maintenance
Invoice Interface Processing Monitor	Same as above if completed
Payment Interface Processing Monitor	L210E Financials Process Overview L416 Cash Balancing
Debt Interface Processing Monitor	L241E Debt Management Process Overview L445 Debt Management

ESTIMATED COMBINED ONLINE TRAINING DURATION:

**64 Hours**

# FMSD Fund the Force (FTF)

## CBT's (Cont'd)

### FTF Analyst

ASSIGNED GFEBS ROLES	REQUIRED CBT TRAINING
Payment processor	L101E GFEBS Overview
Payment Certifier	L201E Integrated Process Overview L250E Acquisition Process Overview L251E Accounts Payable Process Overview L303E GFEBS Navigation and Reports
	L456 Payment Processing
Release Blocked Invoice Processor	L455 Invoice Processing
Payment Interface Processing Monitor	L210E Financials Process Overview L416 Cash Balancing
	L451E Material and Vendor Master Data Maintenance

ESTIMATED COMBINED ONLINE TRAINING DURATION:  
**36 Hours**



Completed during  
ILT  
training

# FMSD Fund the Force (FTF) CBT's (Cont'd)

## FTF Technician

ASSIGNED GFEBS ROLES	REQUIRED CBT TRAINING
<b>Invoice Processor</b>	L101E GFEBS Overview
<b>Site Invoice Processor</b>	L201E Integrated Process Overview
	L250E Acquisition Process Overview
	L251E Accounts Payable Process Overview
	L303E GFEBS Navigation and Reports
	L455C Invoice Processing
	L457E Purchase Card

ESTIMATED COMBINED ONLINE TRAINING DURATION:  
**38 Hours**

## FTF Clerk

ASSIGNED GFEBS ROLES	REQUIRED CBT TRAINING
<b>Vendor Master Data Controller</b>	L101E GFEBS Overview
<b>Goods Receipt Processor</b>	L201E Integrated Process Overview
	L250E Acquisition Process Overview
	L251E Accounts Payable Process Overview
	L303E GFEBS Navigation and Reports
	L454E Goods Receipt Processing
	L455C Invoice Processing
	L457E Purchase Card
<b>Payment Interface Processing Monitor</b>	<i>Same as above</i>

ESTIMATED COMBINED ONLINE TRAINING DURATION:  
**34 Hours**

# FMSD Disbursing CBT's

## Disbursing Agent (DA) and Disbursing Manager (DM)

ASSIGNED GFEBS ROLES	REQUIRED CBT TRAINING
Cash Balancing Processor	L101E GFEBS Overview
Financial Reviewer	L201E Integrated Process Overview L210E Financials Process Overview L303E GFEBS Navigation and Reports L410E Introduction to Financials L413E Financial Reporting

ESTIMATED COMBINED ONLINE TRAINING DURATION:  
**29 Hours**

## Disbursing Analyst

ASSIGNED GFEBS ROLES	REQUIRED CBT TRAINING
Vendor Master Data Controller	L101E GFEBS Overview L201E Integrated Process Overview L250E Acquisition Process Overview L251E Accounts Payable Process Overview L303E GFEBS Navigation and Reports L451E Material and Vendor Master Data Maintenance
ESTIMATED COMBINED ONLINE TRAINING DURATION: <b>27 Hours</b>	

# FMSD Disbursing CBT's (Cont'd)

## Disbursing Technician and Disbursing Clerk

ASSIGNED GFEBS ROLES	REQUIRED CBT TRAINING
Invoice Processor	L101E GFEBS Overview
Site Invoice Processor	L201E Integrated Process Overview L250E Acquisition Process Overview L251E Accounts Payable Process Overview
	L303E GFEBS Navigation and Reports
	L455C Invoice Processing
	L457E Purchase Card

ESTIMATED COMBINED ONLINE TRAINING DURATION:

**38 Hours**

# CBT Enrollment and Completion



All CBT Courses will be completed utilizing the Army Learning Management System (ALMS). Failure to complete the minimum requirements for each assigned GFEBS Role will result in non-provisioning into the GFEBS Production application.

The Unit Command Team must ensure the students complete the necessary courses related to the technical position they have been assigned while deployed. It is recommended that all the applicable CBTs are complete prior to attending Individual Led Training (ILT).

Students may access the ALMS website through AKO (My Edu)  or access the site directly with the link below.

# Army Learning Management System (ALMS)

Access ALMS through



This information system is approved for UNCLASSIFIED//FOUO data

AKO ARMY KNOWLEDGE ONLINE FOUO

My Account Favorites Quick Links Self Service 1

AKO Mail Inbox (0) New Notifications New In My Files (3) New In My Blogs My Tasks Tell CPT AKO/Tell 1 G1 Well AKO Speed Test AKO Training CAC Resource Center

Antivirus Services Army e-Commerce DA Pubs & Forms My Benefits My Clothing My Dental My Doctrine My Education My Family My Finance My Health Res My Legal My Library My MEB/PEB

My Medical Readiness My MilPay My Personnel My Pet My Reference My Safety My Security My Training

Incentives de a range of events, celebrations and

SFC Carlos Arguello Organization: United Financial Management (USAFCOM), Arm Contractor (Army) (V) Address: DFAS-Indiana Indianapolis, Indiana T: 922715125 ; DSN 8901

Last Login 25 Oct 2012 19:56 GMT via cac

Last Password Change Your last password change was on 1 Your password will expire on 1

Inform Survey Account Visual Instruction AKO Stats

My Professional Data My DEERS My Leader Development

The Army Learning Management System (ALMS)

**ALMS**  
ARMY LEARNING MANAGEMENT SYSTEM 3

Access the ALMS or click the logo above

# Army Learning Management System (ALMS)

## Direct Access to the ALMS

Website

**ALMS**  
THE ARMY LEARNING MANAGEMENT SYSTEM

**Sign in using your AKO ID/PASSWORD**

Sign into ALMS without a CAC

Username:

Password:

ActivClient Login

ActivIdentity  
ActivClient

Please enter your PIN.

PIN  **\*\*\*\*\***

OK Cancel

**Sign in using your CAC/PIV**

Insert your CAC/PIV into the card reader, then sign in.

**Sign in with CAC**

1

2

3

<https://www.lms.army.mil>

# Army Learning Management System (ALMS)

## Applicable Course Search

The screenshot shows the ALMS homepage with several search and navigation options. At the top, there's a banner featuring a U.S. Army star logo and the text 'ALMS'. Below the banner, the main search area includes:

- A 'Search' input field.
- A 'Course Iterations' dropdown.
- A checkbox for 'Show exact matches only'.
- Filter options for 'Starting' (set to 'In Next Six Months') and 'Locations' (set to 'Any Location').
- Links for 'Advanced Search', 'Search Tips', and 'Search Preferences' (the latter is highlighted with a red box and a red arrow labeled '2').
- A message box stating 'To see current announcements, click here.'
- A grid of links:
  - Catalog Search** (highlighted with a red box and a green arrow labeled '1'): 'Search for Training here'.
  - Current Enrollments**: 'Training I am currently enrolled in'.
  - Detailed Training Records**: 'Training I have completed'.
  - ACCP Search**: 'Search for ACCP Training here'.
  - Assigned Tasks**: 'Tasks I am responsible for'.
  - Collaborative Army Training (CAT)**.
  - Browser Setting**: 'Check Browser Setting requirements'.
  - Course Map**: 'Training requirements, Course progress and Certification status'.
  - Links**: 'Help Center', 'ALMS Tutorial', 'Blackboard', 'ATRRS'.

# Army Learning Management System (ALMS)

## **Applicable Course Search (Cont'd)**

When performing a partial text search, use the % for Wildcard search in front of the entered text.

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Course Offerings	Files	Communities
<a href="#">Course/Phase/Certifications</a>	<a href="#">Centra Recordings</a>	<a href="#">Wikis</a>

Curricula

Course Iterations

Category

Keyword

Title

[Simple Search](#) | [Configure](#) | [S](#)

Delivery Type  Category

Language  ID

Keyword  End Date <=  [Calendar](#)

Facility  Field of Study  [Search](#) [Edit](#)

Location  Start Date >=  [Calendar](#)

Task  Title  [Search](#) [Edit](#)

[Simple Search](#) | [Configure](#) | [Save Search Query](#)

4

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**GFEBS L101E**

[Search Training Catalog](#)

**Note:** for a partial text Search, use % in front of the entered text (i.e., %GFEBS 2)

# Army Learning Management System (ALMS)

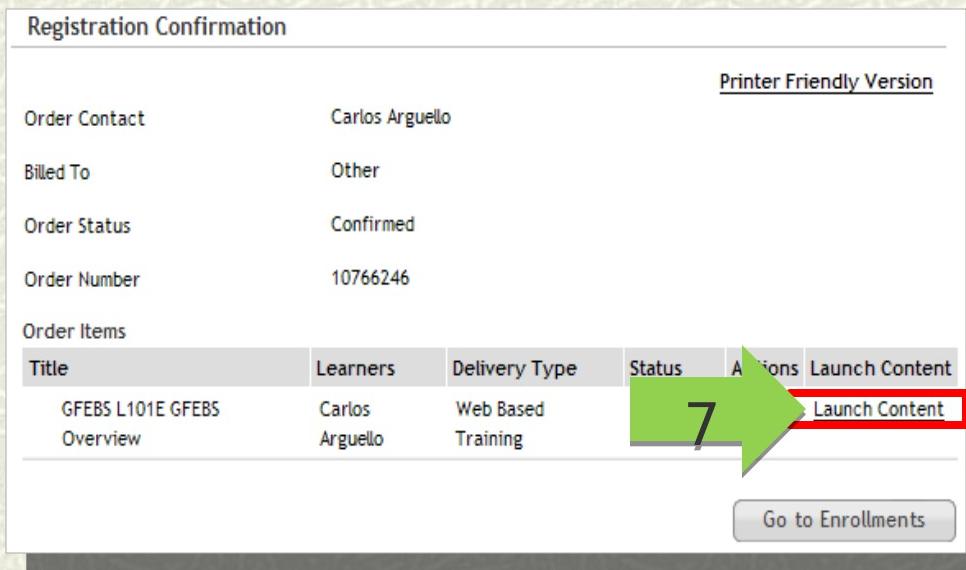
## Launching the selected Course

Registration Confirmation

Printer Friendly Version

Order Contact	Carlos Arguello				
Billed To	Other				
Order Status	Confirmed				
Order Number	10766246				
Order Items					
Title	Learners	Delivery Type	Status	ACTIONS	Launch Content
GFEBS L101E GFEBS Overview	Carlos Arguello	Web Based Training	7		Launch Content

Go to Enrollments



ALMS - Windows Internet Explorer provided by DFAS

https://www.lms.army.mil/Saba/Web/Main

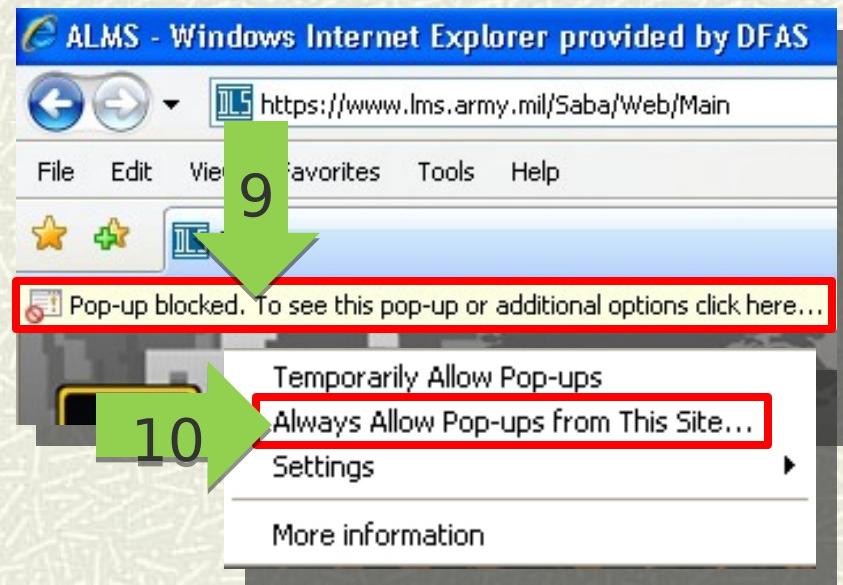
File Edit View Favorites Tools Help

9

Pop-up blocked. To see this pop-up or additional options click here...

10

Temporarily Allow Pop-ups  
Always Allow Pop-ups from This Site...  
Settings  
More information



Information Bar

Did you notice the Information Bar?

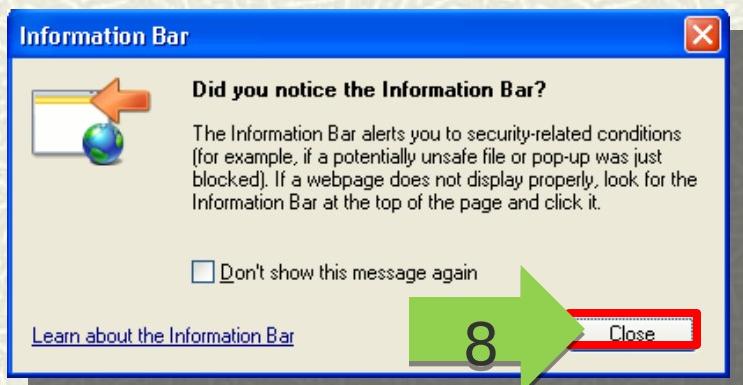
The Information Bar alerts you to security-related conditions (for example, if a potentially unsafe file or pop-up was just blocked). If a webpage does not display properly, look for the Information Bar at the top of the page and click it.

Don't show this message again

Learn about the Information Bar

8

Close

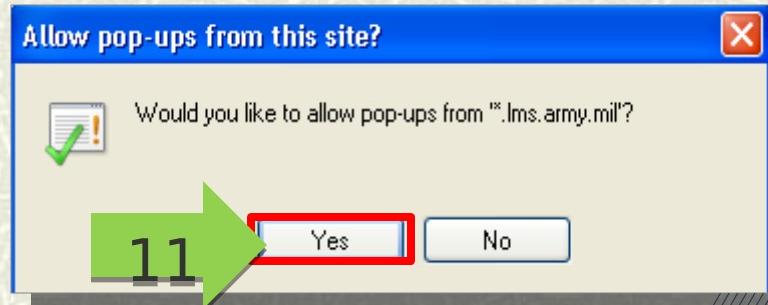


Allow pop-ups from this site?

Would you like to allow pop-ups from ".lms.army.mil"?

11

Yes No



# Army Learning Management System (ALMS)

## Launching the selected Course

saba<sup>®</sup> (Cont'd)



### Table of Contents

L303E: GFEBS  
Navigation and Reports

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Please choose a navigation action

[Reference](#) | [Email](#) | [Help](#) | [Print](#)

Cor

#### L101E: GFEBS Overview

##### Welcome to L101E: GFEBS Overview

Today you will receive an introduction to the process, coordination, and information required to understand the General Fund Enterprise Business System (GFEBS) program.



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Exit Home Back Next

Click Next to continue.  
INSTRUCTIONS

Page 1  
MODULE 1

Complete the Module in its entirety (CBT's usually have multiple Modules). Closing the application prior to completing a Module will result in the student having to take it over again. Once a module is completed, click the button in Step 15 in order to ensure completion credit.

Click **Return to ALMS** to mark the module complete and return to the ALMS.

[Return to ALMS](#)

15

### Security Information



This page contains both secure and nonsecure items.

Do you want to display the nonsecure items?

13

**Note:** once accessed, the course itself will explain how to utilize the various functions within the learning software

# Army Learning Management System (ALMS)

## Viewing Course Status and launching remaining

The screenshot shows the ALMS interface. At the top, there is a navigation bar with links for Calendar, Terms of Use, Help, and Log Out. Below this is a course overview for "GFEBS L101E GFEBS Overview (00012977)". The course duration is 00:00 hours and its status is Confirmed (Registration Date: 10/26/2012). The course content is listed in four modules:

- Completed Course Module:** GFEBS L101E Module 1: Introduction to GFEBS (9 Oct 09). Status: Successful (Unlimited attempts). Launch button.
- Incomplete Course Modules:** GFEBS L101E Module 2: GFEBS Features and Structure (9 Oct 09). Status: Not Evaluated (Unlimited attempts). Launch button.
- GFEBS L101E Module 3: Implementation Information (9 Oct 09). Status: Not Evaluated (Unlimited attempts). Launch button.
- GFEBS L101E Module 4: Course Assessment (9 Oct 09). Status: Not Evaluated (Unlimited attempts). Launch button.

Below the course details, there are links for Catalog Search, Current Enrollments, Detailed Training Records, ACCP Search, Assigned Tasks, Collaborative Army Training (CAT), Browser Setting, Course Map, Links, Help Center, ALMS Tutorial, Blackboard, and ATRRS. A large red arrow labeled '2' points to the 'Current Enrollments' link. A large green arrow labeled '3' points to the 'Incomplete Course Modules' section. A red diagonal watermark 'Incomplete Course Modules' is overlaid on the module list.

**Note:** it is recommended for students to enroll in all GFEBS-Role related courses immediately. This will allow for better tracking of progress.

1

2

3

40

# Army Learning Management System (ALMS)

## Course Completion and

The screenshot shows the ALMS interface with the following components:

- Top Bar:** Includes a U.S. Army logo, a search bar (I14), and navigation links: Calendar, Terms of Use, Help, Log Out.
- Table View:** A grid showing course details. Row 1: Learner Name, Title, Version, Delivery, Registration Date, Completion Status, Completion Date, Marked by, Score, Grade, Course Iteration Name, Credits. Row 2: Carlos Arguello, GFEBS L101E GFEBS Overview, Web Based Training, 10/26/2012, Successful, 10/26/2012, 93.33. Row 3 is empty.
- Welcome Message:** "Welcome Carlos Arguello".
- Detailed Training Records:** A table showing training records for Carlos Arguello. The first row has headers: Learner Name, Title, Version, Delivery, Registration Date, Completion Status, Completion Date, Marked by, Score, Grade, Course Iteration Name, Credits, Actions. The second row contains data: Carlos Arguello, GFEBS L101E GFEBS Overview, Web Based Training, 10/26/2012, Successful, 10/26/2012, 93.33, and a link to "Print Certificate of Completion".
- Certificate of Completion:** A pop-up window titled "CERTIFICATE of COMPLETION" for Carlos Arguello, dated 10/26/2012, signed by Stanley C. Davis, Product Director, Distributed Learning System. It includes a "Print Certificate" button.
- Navigation Buttons:** A grid of buttons:
  - 1: Detailed Training Records (highlighted with a red box and green arrow)
  - 2: Export (highlighted with a red box and green arrow)
  - 3: Modify Table
  - 4: Tasks
  - 5: Collaborative Army Training (CAT)
  - 6: Map
  - 7: Links
- Note:** A note on the right side states: "Note: Course statuses may be exported and saved to EXCEL (See the above example). The certificate may also be printed and saved."

# “Pre-Deployment” Instructor Led Training (ILT)

---



Pre-Deployment Instructor Led Training (ILT) must be requested and executed prior to deployment and after the completion of all required CBT's. The organization responsible for executing this training is the United States Army Financial Management Command (USAFMCOM) Operational Support Team (OST) located in DFAS-Indianapolis. The training may be conducted in DFAS-Indianapolis, IN or Fort Dix, NJ (location will be based on OST mission and deploying unit training requirements).

The OST Director and SGM will inform all Deploying FM Units of upcoming OST Training to include GFEBS ILT. The Deploying Unit must request training at this time but no earlier than 90 days out. All communication regarding training is conducted via email.

---

# Instructor Led Training (ILT)

## (Cont'd)

### Training Sandbox Access Request Form

#### GFEBS TED 359 Access Request

Unit: \_\_\_\_\_

United States Army Financial  
Management Command (USAFMCOM)



Point of Contact information: (preferably Unit Commander or Det SGT)	Last Name	First Name	Rank	Phone Number	AKO Email Address

Unit	Deployment Location	Tentative Technical Role / Position	Name		Rank	CAC ID (EDIPI)* -10 Digits-	Investigation Type (ANAI, NACLC)	Actual Clearance	Granting Source	AKO Email Address	Date Requested	Training Dates
			Last	First								

FM Units scheduled to conduct Pre-Deployment USAFMCOM-OST ILT Training must complete the "GFEBS TED 359 Access Request" form in order to request access to the training database. The complete form must be submitted to the USAFMCOM-OST TED 359 Access Coordinator no later than 2 weeks prior to the initiation of training.

**Note:** This form is for access to the USAFMCOM training Sandbox only.

# Instructor Led Training (ILT)

## (Cont'd)



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
United States Army Financial Management Command  
8899 East 56th Street, Room 119Z  
Indianapolis, IN 46249-3000

SFFM-FC-ZA

Date

MEMORANDUM FOR Director, FMSC, Camp Arifjan, Kuwait APO AE 09366

SUBJECT: Completion of General Fund Enterprise Business System (GFEBS) Training for the  
123<sup>rd</sup> FMSU

1. The United States Army Financial Management Command (USAFCOM) Operational Support Team (OST) conducted GFEBS Instructor Led Training (ILT) for the Soldiers listed in paragraph 2 from 1-12 January 2012 on the following topics:

- STANFINS/GFEBS LOA
- Process Goods Receipt (MIGO)
- Process Invoice (MIRO) Process BlockedInvoice (FB60)
- Contract Research (ME2N, ME23N)
- Process Payment Proposal/Process Payment Run(F110)
- Create Vendor Master Pay File (XK01, XK02, XK03)
- EFT Return/EFT Reject Process/ IDOC Errors
- DDS Interface file/Posting DOV

2. The following Soldiers completed GFEBS Instructor Led Training (ILT) as specified above:

RANK	NAME	EDI/PI#
2LT	JOHN SMITH	1234567890

3. The POC for this memorandum is the undersigned at

//S//

Upon completion of ILT, the OST Director will issue a "Interim Provisioning" memorandum that will become part of the "GFEBS End User Packet" provisioning request (the memorandum will also be sent to the incumbent TFMSC GRC Coordinator). This memorandum will contain:

- FM Unit Trained
- Dates of Training
- Rank, Name and EDI/PI of students
- Topics covered
- Assurance that all CBT requirements were completed
- Signature of the OST Director

# “Boots on Ground” Instructor Led Training (ILT)

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Soldiers who deployed without OST training may have the opportunity to obtain training in theater as a last resort. The training will be conducted by the Theater Financial Management Support Center (TFMSC), Internal Control (IC) section.

Once ILT Training and the required CBT's are completed, the Internal Control (IC) TFMSC will submit a memorandum to the Theater Financial Management Support Center (TFMSC) Government Risk & Compliance (GRC) Coordinator with the same information as the previous example.

# GRC Questionnaire (GFEBS Production)



## UNIT/GROUP GRC QUESTIONNAIRE

LAST NAME	FIRST NAME	EDIPI#	ROLE(S)	E-MAIL ADDRESS <b>(AKO ONLY)</b>	PHONE NUMBER	JOB TITLE	RANK	UNIT	SECTION	SUPERVISOR NAME	SUPERVISOR AKO E-MAIL ADDRESS

Required Information	
Last Name	
First Name	
Email Address (**AKO ONLY***)	
Phone Number (xxx) xxx-xxxx	
EDIPI Number (Write/type your 10 digit CAC number found on the back of your ID card)	
Foreign National (Y/N)	
Job Title	
GS Job Series (ie 0510)	
Military Rank	
Unit/Organization	
Section/Directorate (i.e. S4, G1)	
Supervisor's Last Name	
Supervisor's First Name	
Supervisor's Email Address (**AKO ONLY***)	
<b>SYSTEMS:</b> PURCHASE REQUESTS	<b>IDENTIFY:</b> Specific Functions PR Processor
Role(s):	

GRC Questionnaires must be completed for all candidates to consolidate users information for provisioning. Supervisors must complete the tracker (either individual or Group) with the requested information. The information will eventually be forwarded to the Theater Financial Management Support Center (TFMSC) Government Risk &

# Provisioning Packet submission



Once all training and documentation requirements are met, the Provisioning Request packet will be forwarded to the TFMSC GRC Coordinator to initiate access to GFEBS production. The packet must contain the

1. GRC Questionnaire
2. ILT Letter for Interim provisioning
3. Proof of CBT Completion\*
4. Complete Provisioning Checklist

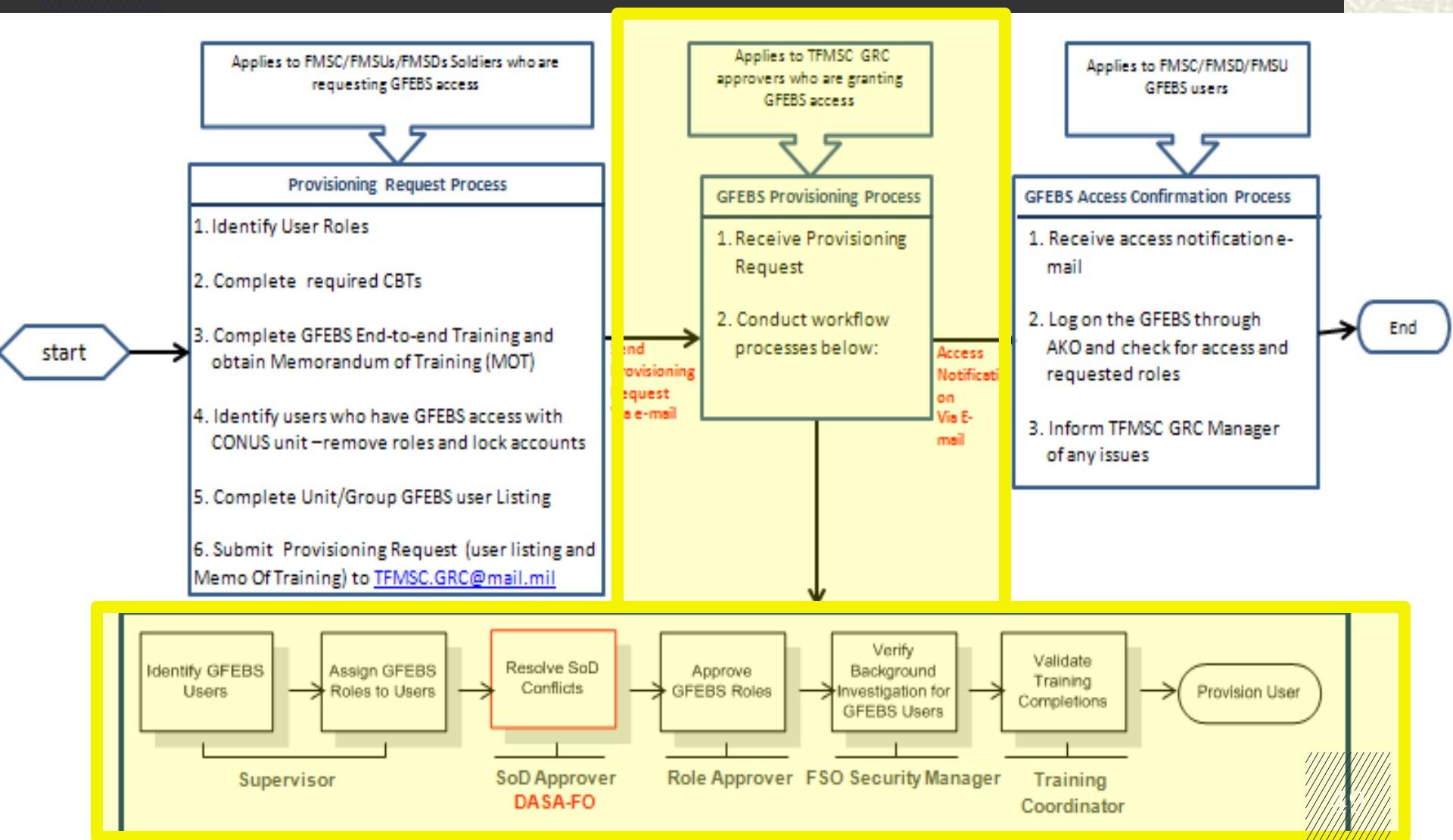
**\*Note:** the TFMSC GRC Approvers will have access to ALMS in order to verify course completion prior to considering granting access to GFEBS. Hard copy certificates may not be needed.

The screenshot shows a user interface for selecting GFEBS user roles. At the top, it says "DEPARTMENT OF THE ARMY" and "1ST BATTALION, COMMAND (THEATER) THEATER FINANCIAL MANAGEMENT CENTER (1STB)". Below this is a large grid of checkboxes for selecting roles. The grid has columns for "SR CVS ANALYST", "CVS TECHNICIAN", "CVS TECHNICIAN", "CVS CLERK", "CHIEF CVS SR CVS ANALYST", "FMSD CVS PAX", and "Total". The rows include "Manual Processing User Roles", "Invoice Processor\*", "Site Invoice Processor\*", "Vendor Master Data Controller", "Goods Receipt Processor", "Payment Processor\*\*", "Payment Certifier\*\*", "Release Blocked Invoice Processor", "Bank Account Viewer", "Financial Reviewer", "Vendor Master Data Display", "Site Invoice Interface Processing Monitor", and "GFEBS Monitoring Roles", "Payment Interface Processing Monitor\*\*\*", "Goods Receipt Interface Processing Monitor", and "Invoice Interface Processing Monitor". A sidebar on the right lists roles: "for the General", "for the soldiers", "for the", and "for the". At the bottom, there are sections for "Required GFEBS User Roles", "Optional User Roles", and "Needed for WAWF Only". There are also notes: "\* One person can have both roles", "\*\* One person can have both roles", and "\*\*\* Recommend to be in disbursing". At the very bottom, there are checkboxes for "Use the 'Provisioning Role to Course Map' to identify the required Computer Based Courses (CBTs) for specific user roles.", "Register for required CBTs through ALMS on AKO (see how to register for GFEBS CBT courses)", "Complete CBTs", and "Supervise, verify that user(s) complete all required CBTs (Check Soldiers ALMS). This will ensure a timely and smooth provisioning process."

# TFMSC responsibilities



# TFMSC responsibilities



# TFMSC Role in provisioning

(Cont'd)



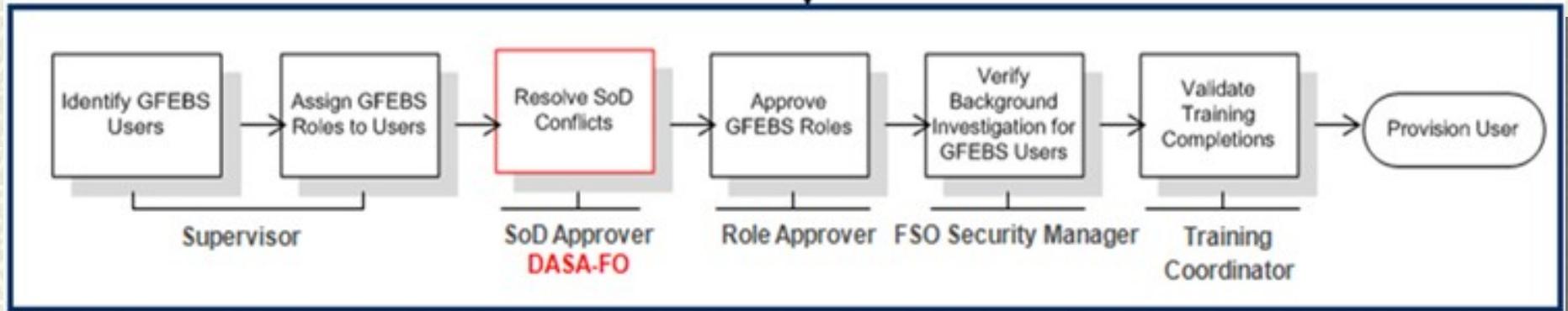
The incumbent Theater Financial Management Support Center (TFMSC) is responsible for the provisioning of all deploying FMSC, FMSU and FMSD personnel into GFEBS. The TFMSC is in charge of enforcing provisioning guidelines and requirements, providing job aides, policies, and SOP's to assist in day to day Financial Management operations, transfers of authority, training and increasing situational awareness of theater GFEBS business processes.

The TFMSC is also responsible for the approval and maintenance of all Interim and

# “GRC Approver” definition

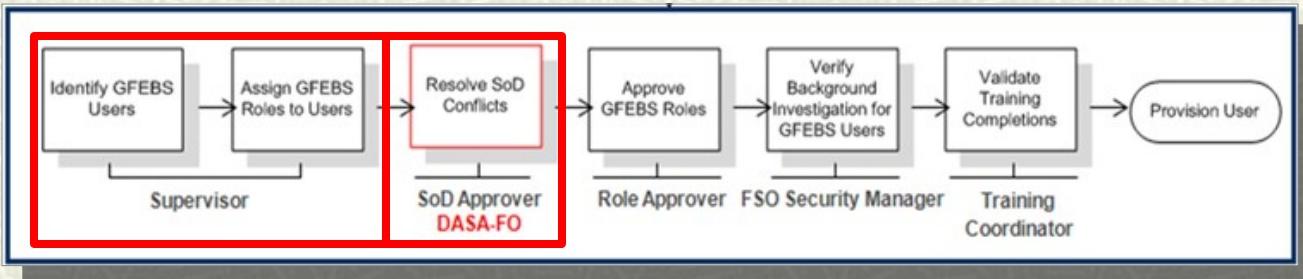


A GRC Approver is an individual authorized to use GRC and complete GRC Workflow activities. The following are considered GRC Approvers: GRC Supervisors, GRC Role Approvers, GRC SoD Approvers, GRC Security Managers, and GRC Training Coordinators.



GRC Approval Flow

# GRG Approval Flow



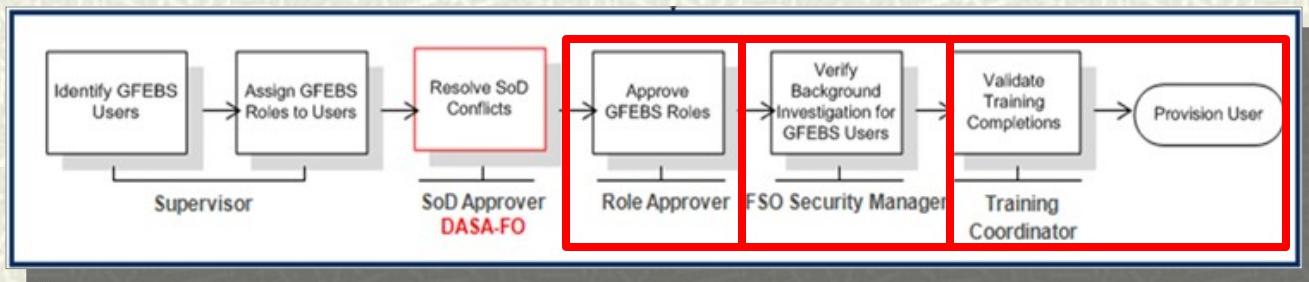
## GRG Supervisor

- Receive and create user Requests in GRC
- Assign GFEBS roles to users
- Perform a preliminary SoD Risk Analysis
- Remediate SoD conflicts (delete role assignments)
- Perform the initial approval of a Request

## GRG SoD Approver (DASA-FO (Pentagon) serves as the GRG SoD Approver for all Army organizations)

- Perform an SoD Risk Analysis
- Perform an SoD Simulation
- Mitigate SoD conflicts (assign a Mitigating Control). This action is fully controlled at DASA-FO.
- Remediate SoD conflicts (delete role assignments). If this action is not performed by the GRG Supervisor, it is controlled at DASA-FO.

# GRG Approval Flow (Cont'd)



## GRG Role Approver

- Ensure the accuracy of role assignments
- Delete roles from a Request, as necessary
- Approve or reject roles within a Request

## GRG Security Manager

- Verify that the background investigation for each user is sufficient to support the role(s) selected by the GRG Supervisor
- Approve or reject a Request

## GRG Training Coordinator

- Verify GFEBS role-based training completions
- Grant access to the GFEBS system
- Notify the User of approved and active GFEBS Access

# Useful information and Links



# Obtaining User EDI/PI information



## Old Style CAC Card



The screenshot shows a digital certificate viewer window. At the top, there are four green numbered arrows pointing to specific areas:

- Arrow 1 points to a red box around a small icon in the toolbar.
- Arrow 2 points to a red box around the "My Certificates" icon in the left sidebar.
- Arrow 3 points to a red box around the "ARGUELLO..." text in the bottom-left corner.
- Arrow 4 points to a red box around the 10 Digit EDI/PI number "4418147479" in the certificate details panel.

The certificate details panel displays the following information:

- Issued to: ARGUELLO, CARLOS FRANCISCO 4418147479
- Issued by: CN=DOD CA-29,OU=PKI,O=DoD,O=U.S. Government
- Valid from: 09/07/2012 to: 09/03/2013
- Email: (empty)
- Purpose: <All>
- Friendly name: ARGUELLO, CARLOS FRANCISCO, 4418147479's U.S. G

A note at the bottom states: "A private key that corresponds to this certificate is available on your smart card."

## New Style CAC Card



10 Digit EDI/PI

# TFMSC Support Center (milWiki Portal)

Requesting Access (must have an active AKO Account)



The screenshot shows the milSuite portal with a red box highlighting the registration form fields. A green arrow numbered 1 points to the 'I AGREE' checkbox. A green arrow numbered 2 points to the 'Click here to register' button. A green arrow numbered 3 points to the 'Choose a digital certificate' dialog box. A green arrow numbered 4 points to the 'Create New Account' button. A green arrow numbered 5 points to the highlighted registration form fields.

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM THAT IS PROVIDED FOR USG-AUTHORIZED PERSONNEL USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, system and network monitoring, network operations and defense, personnel misconduct (PM), law enforcement, and counterintelligence (CI).
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, and may be used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI privileged communications, or work product, related to personal representation or service assistants. Such communications and work product are private and confidential.
- This site is not approved for Personally Identifiable Information (PII). If you suspect information on PII, review [DoDD 5400.11](#), the DoD Privacy Program.

By clicking the "I AGREE" button below, you're accepting the terms and conditions of this agreement.

I AGREE  Logging in?

**Sorry, but we have some bad news.**

Below are a few common reasons why you can't log in:

**Do you have a milSuite account?**

If this is your first time accessing milSuite, you'll need to register with your military professionals working together.

[Click here to register](#)

If you're having trouble with your account, contact us.

Choose a digital certificate

Identification

The website you want to view requests identification. Please choose a certificate.

Name	Issuer
ARGUELLO, CARLOS....	DOD CA-29
ARGUELLO, CARLOS....	DOD EMAIL CA-29

More Info... View Certificate...

OK Cancel

First Name:  Middle Name:  Last Name:  Enterprise Username:  Telephone Number:  E-mail:  CAC Serial:  CAC CA:

Create New Account

**NOTE:** It may take up to 10 minutes for your account to be activated in the system.

[https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3ATheater\\_Financial\\_Management\\_Support\\_Center](https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3ATheater_Financial_Management_Support_Center)

# TFMSC Support Center (milWiki Portal)

## Accessing GFEBS Provisioning Information

The screenshot shows the milWiki portal interface. On the left, there's a sidebar with links to Main Page, Create an Article, Categories, New Articles, All Portals, and Recent Changes. The main content area has a green header bar with the text "SENSITIVE BUT UNCLASSIFIED". Below it, a blue banner reads "Theater Financial Management Support Center". A red box highlights the "Accounting Digital Smart Book" link. A large green arrow labeled "1" points to this link. Another green arrow labeled "2" points to a red box around the "GFEBS Provisioning" link in the footer. The right side of the image shows a detailed view of the "GFEBS Provisioning Process" page, which lists three items:

Number	Content
1	<b>GFEBS Provisioning Checklist</b> Purpose: To guide supervisors/users thru the GFEBS provisioning process. If you are new to GFEBS, start here by clicking on the link below. <a href="https://www.us.army.mil/suite/doc/37823202">https://www.us.army.mil/suite/doc/37823202</a>
2	<b>Provisioning Role to Course Map</b> Purpose: To identify Computer Based Training (CBTs) required for user roles. <a href="https://www.us.army.mil/suite/doc/37823259">https://www.us.army.mil/suite/doc/37823259</a>
3	<b>Example Interim Provisioning USAFMCOM</b> Purpose: This is an example of USAFMCOM training certification memorandum. Units who have completed Operational Support Team (OST) training must ensure that USAFMCOM e-mails to the Theater Financial Management Support Center (TFMSC) Government Risk & Compliance (GRC) Coordinator. <a href="https://www.us.army.mil/suite/doc/37823200">https://www.us.army.mil/suite/doc/37823200</a>
	<b>Unit or Group GRC Tracker</b>

**NOTE:** this is just a small example of the information available regarding provisioning. Access the portal to view it all.

# Useful Links



❖ Army Learning Management System (ALMS)

<https://www.lms.army.mil>

❖ Army Knowledge Online (AKO)

<https://www.us.army.mil>

❖ GFEBS Home Page

<http://www.gfebs.army.mil/>

❖ GFEBS PSW (Performance Support Website) \* *User must be provisioned on the training database*

[https://www.us.army.mil/suite/designer;jsessionid=FABCE35B09264FEA36CEEB2E943E2D97.appd06\\_3](https://www.us.army.mil/suite/designer;jsessionid=FABCE35B09264FEA36CEEB2E943E2D97.appd06_3)

❖ Operational Support Team (OST) GFEBS training materials

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500>



# QUESTIONS



?

GENERAL FUND ENTERPRISE BUSINESS SYSTEM